

**SOMERSET COUNTY PUBLIC SCHOOLS, WESTOVER, MARYLAND**  
**August 18, 2009**

**TO:** Chairman & Members - Board of Education

**FM:** Karen-Lee N. Brofee, Superintendent

The Somerset County Board of Education will conduct an executive session at 6:00 p.m. at the the J. M. Tawes Technology & Career Center, **Tuesday, August 18, 2009** to discuss personnel and legal matters as permitted by the Maryland Open Meetings Act S 10-508(a)(9) of the State Government Article. The regular open session of the Board at the J. M. Tawes Technology & Career Center, **August 18, 2009** will convene at **7:00 p.m.**

A tribute to Jack A. Willing, Jr. will precede the regular open session Board meeting at 7:00 p.m. on **Tuesday, August 18, 2009** at the J.M. Tawes Technology & Career Center.

**TRIBUTE TO JACK WILLING, JR.**

**REGULAR SESSION AGENDA**

**A G E N D A**

1. Call to Order.....Interim Chairman Miles
2. Roll Call ..... Board Secretary
3. Affirmation of Chairman..... Dr. Brofee
4. Nomination and Election of Vice Chairman..... Chairman Miles
  - Nomination and Election of Vice Chairman
5. Declaration of Quorum ..... Chairman Miles
6. Pledge of Allegiance..... Chairman Miles
7. Approval of Minutes..... Chairman Miles
  - **Called Board Meeting June 16, 2009**
  - **Announcement of Executive Meeting**
8. Adoption of Agenda ..... Chairman Miles
9. Introduction of Student Board Members.....Mr. Elebash
10. Graduate Recognitions .....Ms. Carter
  - Jansun Cheers and William Dubrell

11. Public Participation.....Chairman Miles

**12. OLD BUSINESS**

**A. Policies' Revisions and Reviews**

1. Approval of 700 Series Policy Revisions.....Mr. Lawson

- #700-5 (Drug and Alcohol Free Workplace)
- #700-13 (Work Schedule and Leave for Employees of Somerset County Public Schools)
- #700-35 (Family and Medical Leave Act (FMLA)  
(See Tab 12-A1)

**B. HSA (High School Assessment) and Bridge Report.....Mr. Bloodsworth**  
(See Tab 12-B)

**C. Summer Program..... Mr. Turner**  
(See Tab 12-C) Mr. Hankerson

**D. Elementary Summer Programs .....Ms. Forbush**  
(See Tab 12-D)

**13. NEW BUSINESS**

**A. Finance**

1. Category Transfer Request 09 ..... Ms. Miller  
(See Tab 13-A1)

2. Monthly Finance Report ..... Ms. Miller  
(See Tab 13-A2)

3. Food Service Report..... Ms. Miller  
(See Tab 13-A3)

4. Update on Legislative Audit ..... Ms. Miller  
(See Tab 13-A4)

**B. Ethics Panel Board Appointments..... Dr. Brofee**  
(See Tab 13-B)

**C. Technology Update..... Ms. Smoker**  
(See Tab 13-C)

**D. Out of County Student Approval ..... Dr. Brofee**  
(See Tab 13-D)

**E. Request for Survey Approval..... Dr. Brofee**  
(See Tab 13-E)

**F. Facilities and Transportation**

1. Bus Substitute Training Approval .....Mr. Daugherty  
(See Tab 13-F1)
2. Capital Improvement Plan and Comprehensive Maintenance Plan .....Mr. Daugherty  
(See Tab 13-F2)

**G. Human Resources Report**

1. New Hires, Retirees, and Resignations.....Mr. Lawson  
(See Tab 13-G1)
2. Approval of Revised Job Descriptions.....Mr. Lawson
  - Secondary Literacy Coach
  - Computer Aided Drafting Teacher
  - Elementary Computer Lab Teacher(See Tab 13-G2)
3. Out of State Travel (Informational Purposes Only).....Mr. Lawson  
(See Tab 13-G3)

**14. Superintendent & Board Member Comments**

**15. September 2009 – Tuesday, September 15, 2009 an executive session at 6:00 p.m. and an open regular session meeting at 7:00 p.m. The meeting will be held at the J.M. Tawes Technology & Career Center.**

**16. Adjournment**